



The Greater Kansas City F E D E R A L E X E C U T I V E B O A R D

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FY2006

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October 7, 2005

TO: ALL MEMBERS/ALTERNATES
Greater Kansas City Federal Executive Board

SUBJECT: FY 2006 FEB Emergency Assessment & Dismissal Plan

Attached is a copy of the FEB Emergency Assessment & Dismissal Plan for Fiscal Year 2006. You should review this Plan and take all necessary actions to incorporate it into your internal dismissal system. The major features of the Plan are:

Notification of agency heads by a **"HOTLINE" phone system**. This system is to be used only for non-duty hour emergencies. (See enclosed phone number to be used only by agency heads or designated alternates.)

Information concerning on-duty hour emergencies will be disseminated as in the past. (FEB office will advise members.)

Agency, and installation heads, are responsible for establishing an internal procedure for notifying employees and when necessary, the general public, of early dismissals or office closures. Your employees should be made aware of your internal procedure, including who will notify them of any action.

Agencies are responsible for identifying "emergency employees." The term "emergency employees" is used to designate those employees who must report for work or remain at work in emergency situations. **Agencies should NOT use the term "essential and nonessential" in the identification process.**

The FEB will be expanding its information gathering and analysis to insure the issuance of appropriate alerts and recommendations in those situations in which there may be possible acts of terrorism.

NOTIFICATION OF EMERGENCY SITUATIONS, ANALYSIS, AND ATTENDANCE RECOMMENDATIONS GENERATED UNDER THIS PLAN ARE ADVISORY ONLY, AND ARE PROVIDED AS A SERVICE TO AGENCY HEADS FOR THEIR USE IN DECIDING AS TO WHAT IS THE MOST APPROPRIATE COURSE ACTION FOR THEIR INDIVIDUAL AGENCY. AS INDICATED, THE FINAL DECISION AS TO THE DELAYED OPENING AND/OR CLOSURE RESTS WITH THE INDIVIDUAL AGENCY HEAD. THEREFORE, THE PLAN IS DESIGNED TO BE OF ASSISTANCE TO AGENCY HEADS, AND CONTRIBUTE TO THE COORDINATED AND CONSISTENT FEDERAL RESPONSES (WHERE APPROPRIATE) TO EMERGENCY SITUATIONS WHICH ARE BASED UPON A THOROUGH ANALYSIS OF ALL AVAILABLE INFORMATION.



Jason Parman, Chairperson
Emergency Assessment Committee
Federal Executive Board



Steven N. Tanner, Chairperson
Federal Executive Board

Attachments

*The Greater Kansas City
Federal Executive Board*



*FY 2006
Emergency Assessment &
Dismissal Plan*

1. PURPOSE

The purpose of this Plan is to assist local governments and law enforcement authorities in protecting the life and safety of citizens by providing a uniform and coordinated action within the federal family, in so far as possible, for dismissal of federal employees in the Greater Kansas City Metropolitan area during emergency conditions, including severe weather situations.

2. POLICY

All agencies are encouraged to participate in this effort to foster a coordinated and uniform Emergency Assessment & Dismissal Plan. NOTIFICATION OF ALL EMERGENCY SITUATIONS GENERATED UNDER THIS PLAN IS ADVISORY ONLY. THE FINAL DECISION AS TO DISMISSAL OF EMPLOYEES RESTS WITH EACH INDIVIDUAL AGENCY AND INSTALLATION HEAD. CONSEQUENTLY, EACH AGENCY REQUIRES ITS OWN POLICY AND PROCEDURE FOR IMPLEMENTATION OF THE PLAN AND ACTIONS TO BE TAKEN UPON NOTIFICATION OF AN EMERGENCY SITUATION.

3. EMERGENCY SITUATIONS

Emergency situations covered under this Plan defined as those of sufficient magnitude to cause serious and hazardous conditions that would be dangerous to the health and safety of federal employees. Such situations are confined to those which involve federal agencies as a whole. Emergency situations fall into the three principal categories as follows:

A. Hazardous Weather Condition

A situation where there is a probability of severe weather of sufficient magnitude which would cause serious and hazardous conditions that would be dangerous to the health and safety of federal employees.

B. Massive Power Failure

A situation where a power failure involves or may involve federal agencies as a whole and is of sufficient magnitude as to jeopardize the health and safety of federal employees.

C. Other Emergencies

Situations which involve or may involve events having an adverse impact on government operations or presenting a dangerous environment. These situations include, but are not limited to, natural disasters, fire, terrorism acts, etc. These situations may vary in intensity and the geographic area affected, but generally are of sufficient magnitude as to jeopardize the health and safety of federal employees.

4. RESPONSIBILITIES

A. Hazardous Weather Conditions

1. The EARC Chairperson (or alternate) is responsible for contacting the National Weather Service when hazardous weather conditions have been predicted. (The EARC, Emergency Assessment and Recommendations Committee, is a committee of three selected from the FEB membership.)
2. EARC members or alternates are responsible for obtaining information regarding hazardous transportation conditions from appropriate Police and Highway Departments.
3. The EARC will evaluate NWS and Police/Highway reports and work status of non-federal employers and determine whether activation of the Emergency Assessment & Dismissal Plan should be recommended to the FEB Chairperson.
4. The FEB Chairperson or alternate, based on advice received from the EARC, will make the determination as to the declaration of an emergency situation and, if necessary, will implement the Emergency Assessment & Dismissal Plan.

B. Massive Power Failure

1. The Regional Administrator, General Services Administration (GSA) notifies the EARC Chairperson or alternate, when a power failure involves or is likely to involve federal agencies as a whole.
2. The EARC will evaluate the GSA report and any other available information and make a recommendation to the FEB Chairperson.
3. The FEB Chairperson or alternate, based on advice received from the EARC will, if necessary, implement the Emergency Assessment & Dismissal Plan.

C. Other Emergencies

1. Any agency official, when in his judgment, a situation exists which involves his organization alone, but which might subsequently involve federal agencies as a whole, will notify the EARC Chairperson or alternate, of the situation.
2. The EARC will evaluate the situation and make a recommendation to the FEB Chairperson.
3. The FEB Chairperson or alternate, based on advice received from the EARC, will make the determination as to the declaration of an emergency situation and, if necessary, will implement the Emergency Assessment & Dismissal Plan.

5. IMPLEMENTING THE EMERGENCY ASSESSMENT & DISMISSAL PLAN

A. Working Hours

If visible weather conditions or other indications suggest the possibility of hazardous weather developing, and a report has not been received from the NWS, the EARC Chairperson may initiate a call to the Kansas City local forecasters.

Upon receipt of notification of hazardous weather conditions, the EARC Chairperson will obtain additional information regarding transportation conditions as necessary, from the Missouri State Highway Patrol and Kansas State Highway Patrol.

Information concerning early release of employees from industry, state and local governments will also be sought and considered. (Primary sources - radio and television broadcasts.)

When all available pertinent information has been obtained, it will be evaluated by the EARC Chairperson, or their alternate. The EARC Chairperson will advise the FEB Chairperson of the committee's recommendations concerning activation of the Emergency Assessment & Dismissal Plan. The Chairperson will relay this message to the Executive Director who will activate the hotline. (If the FEB Chairperson is not available, the EARC Chairperson will contact the other officers in descending order.)

Due to the time required for information gathering, such as concurrence of EARC members, advice to FEB Chairperson, dissemination of notice to individual agencies, lead time to effect dismissal and advisories from NWS, GSA, or other sources would have to be received by the committee no later than the following listed times to assure the early releases indicated:

| <u>Advisory Received</u> | <u>Early Release</u> |
|--------------------------|----------------------|
| 1:00 p.m. | 2 hours |
| 2:00 p.m. | 1 hour |
| 2:30 p.m. | 30 minutes |

Based on time requirements, planned action is considered ineffective in case of advisories received after 2:30 p.m.; consequently, agencies will be expected to take individual action according to their own emergency and dismissal plans after this time.

The FEB Chairperson, or his/her alternate, upon determination that an emergency situation exists which warrants recommendation of early dismissal, will instruct the FEB staff to relay this message to each FEB member or alternate (this notification will be sent electronically). Each agency will then implement their own Emergency Assessment & Dismissal Plan.

B. Non-Working Hours

During non-working hours, the Kansas City National Weather Service Forecast Office will furnish hazardous weather information to the EARC Chairperson or alternate, as indicated in section 4.

Responsibilities - For maximum effectiveness, hazardous weather information or advice of other emergency situations should be furnished to the EARC no later than 3:45 a.m., which should permit the message to be transmitted from 4:00 a.m. - 7:30 a.m. It does not preclude the possibility of slightly later with reduced effectiveness.

The EARC Chairperson or alternate will receive and coordinate all information including information regarding transportation conditions as necessary from the Missouri State Highway Patrol and Kansas State Highway Patrol.

Information concerning the work status of non-federal employees (industry, state and local governments) will also be sought and considered. (Primary sources - radio and television broadcasts.)

The EARC will furnish their recommendations to the FEB Chairperson. The FEB Chairperson, upon determination that an emergency situation exists which warrants recommendation that federal offices be closed, will instruct the FEB Executive Director to activate the "HOTLINE" which will transmit the following message:

"THIS IS THE FEB EMERGENCY ASSESSMENT AND RECOMMENDATION HOTLINE. THE FEB RECOMMENDS CLOSING (OR DELAYING THE OPENING OF) YOUR OFFICE ON (DATE/TIME) DUE TO (REASON). THIS IS A *RECOMMENDATION* ONLY. AGENCY HEADS MUST MAKE FINAL DECISIONS ON LEAVE POLICY AND WORK REQUIREMENTS DURING HAZARDOUS WEATHER CONDITIONS. REMEMBER~THE SAFETY AND HEALTH OF YOUR PEOPLE SHOULD BE YOUR PRIMARY CONCERN. THIS MESSAGE WAS RECORDED AT (TIME) ON (DATE)."

In those cases in which there is inclement weather and the FEB has determined that the severity of the current weather conditions are such that they do not warrant a recommendation, the following message will be placed on the recording:

"THIS IS THE FEB EMERGENCY ASSESSMENT AND RECOMMENDATION HOTLINE. THE FEB DOES NOT RECOMMEND CLOSING OR DELAYING THE OPENING OF YOUR OFFICE ON (DATE/TIME). HOWEVER, THIS IS A *RECOMMENDATION* ONLY. AGENCY HEADS MUST MAKE FINAL DECISIONS ON LEAVE POLICY AND WORK REQUIREMENTS DURING HAZARDOUS WEATHER CONDITIONS. REMEMBER~THE SAFETY AND HEALTH OF YOUR PEOPLE SHOULD BE YOUR PRIMARY CONCERN. THIS MESSAGE WAS RECORDED AT (TIME) ON (DATE)."

If the Executive Director is not available, it will be the responsibility of the FEB Chairperson or the EARC Chairperson to activate the system.

C. Radio and Television Stations

The FEB will not notify the media of recommendations to close. It is the responsibility of each agency and installation head to establish his/her own prearranged procedure for notifying employees (and the general public, if appropriate) of office installation closures. Because of potential problems, if possible, it is recommended that agencies **not** use the news media to inform their employees of office closures. Agencies which have a large number of public visitors, however, may want to use the media to notify the public that its offices will be closed. Those agencies which decide they must use the media to notify its employees, must clearly identify the specific agency involved.

6. AGENCY POLICIES

It is recommended that each agency or installation head develop and inform his or her employees of the internal policies and procedures to be followed under the Emergency Assessment & Dismissal Plan. These procedures should include, as a minimum the following:

A. Employees Providing "Emergency" Services

It must be recognized that there are certain critical federal operations which cannot be suspended or interrupted even though it may be necessary to generally excuse employees for all or part of a day. To avoid confusion it is important that all agencies identify those employees who perform duties which are vital to the continuity of medical facilities, public safety, national defense, or other crucial operations, and who are required therefore to be at work regardless of "emergency situations" or general dismissal authorization. Agency directive systems should be used to identify such employees by job title or other appropriate means. Those employees should be made aware, preferably in writing, of the special requirements placed on them for reporting to, or remaining at, their work sites in "emergency situations." Employees designated as "emergency employees" will typically include those on the agency's "business recovery team" or "day one team."

B. Leave

As a general rule, personnel released under the Emergency Assessment & Dismissal Plan should not be charged annual leave for the excused period or have wages withheld if they otherwise are entitled to Excused Absences in such circumstances.

C. Staggered Dismissal

Management officials, in each agency, should give due consideration to probability of traffic congestion and demands of public transportation, and may wish to arrange for staggered dismissals.

7. OUTLYING AGENCIES AND INSTALLATIONS

Agencies and installations located in areas outside the main business section of downtown Kansas City may not necessarily be directly affected by a FEB announced emergency situation. Similarly, outlying agencies may experience emergency situations affecting only their locations. In any event, all agency or installation heads will be notified of area-wide emergency situations. They should then use their own discretion regarding the need for dismissal of employees and notifying the FEB Chairperson or alternates of actions taken.

SPECIFIC OPM GUIDANCE IS AS FOLLOWS: Emergencies Before the Workday Begins

1. In determining the amount of excused absence to grant employees who experience commuting delays, agencies should consider such factors as distance, availability and mode of transportation and the success of other employees in similar situations.
2. Workdays on which a federal activity is closed are non workdays for leave purposes. Because leave cannot be charged for non workdays (5 U.S.C. 6302(a)), employees who are on leave approved before the closure also must be granted excused absence. (Note: This does not apply to employees on LWOP, on military leave, on suspension, or in a non-pay status on the workday before and after the closure. These employees are not entitled to excused absence and should remain in their current status.)
3. An employee on an alternative work schedule (AWS) whose AWS day off is the same workday on which a federal activity is closed is not entitled to another AWS day off "in lieu of" the workday on which the federal activity was closed (Comptroller General Opinion B-217080, June 3, 1985). Furthermore, there is no basis for an agency to grant an excused absence to such an employee on the AWS day off.

Emergencies During Normal Work Hours

1. Whether agencies charge leave when an emergency develops during normal work hours depends upon whether the employee is on duty or on leave at the time of dismissal.
 - A. Agencies should not charge leave, but grant excused absences, for employees on duty at the time of dismissal. An excused absence is appropriate for the remainder of the workday even if an employee was scheduled to take leave later in the day.
 - B. When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, the agency may charge leave for the period remaining before the employee's official departure time. When an employee leaves before official word of the pending dismissal is received, the agency should charge leave or AWOL (absence without leave), as appropriate, for the remainder of the workday.
 - C. When an employee was scheduled to return from leave during the period of the dismissal, the agency should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal ~ i.e., as an excused absence.

- D. When an employee was absent on previously approved annual leave, sick leave, or LWOP for the entire workday, the agency should continue to charge the employee leave for the entire workday.
- E. Normally, when an employee is scheduled to report for work before the dismissal, but fails to do so, the agency should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.

AGAIN, THE APPLICATION OF THESE PROVISIONS IS THE RESPONSIBILITY OF THE AGENCY OR INSTALLATION HEAD.

The “HOTLINE” Number is 823-5105 (after hours).

This will provide you the FEB message.

THIS NUMBER SHOULD NOT BE DISTRIBUTED TO OR USED BY ANYONE OTHER THAN AGENCY HEAD OR ALTERNATE.